

Storehouse

MISSION STATEMENT

Provide operating departments and bureaus timely material support for essential operation, maintenance, and repair of critical citizen services (e.g., fire & paramedical response, water production and distribution, wastewater collection and disposal, storm water control and disposal, and street and bridge maintenance.)

Materials supports are also provided to other City of Norfolk departments and bureaus in the areas of general use consumable material, employee uniforms, safety equipment, and high use bulky office supplies.

DEPARTMENT OVERVIEW

Storehouse will continue to provide timely material deliveries throughout city departments.

BUDGET HIGHLIGHTS

The total budget for Storehouse is \$535,000. This budget includes an increase of \$91,400 over FY03, with \$37,638 of the increase attributable to the increase in required contributions to the City's retirement plan a 1.5% cost of living adjustment, and 2.5% increment based on the employees anniversary date and other salary and benefit adjustments. The budget also includes additional funding of \$33,000 for the purchase of a replacement delivery truck enabling the department to maintain and increase the volume

of deliveries without requiring frequent returns to pick up material from the warehouse.

The enclosed cargo area of the vehicle will provide security and protection for workers from moving materials.

Storehouse will continue to provide the highest level of inventory control and material support to other city departments.

KEY GOALS AND OBJECTIVES

- ♦ Continued expansion on non-traditional customer base. Our objective is to be more accessible to these customers. A key objective to meet this goal:
- ♦ Place the Storehouse inventory list on the Intranet by July 2003.
- ♦ A feasibility study for Intranet Storehouse requisitions will be completed by August 31, 2003

- ♦ Improve current levels of service. Our objective is to reach 2,280,000 for FY04. The following objectives will be undertaken:
- ♦ Have all deliveries accomplished by 10:00 am
- ♦ Fill requisitions within fifteen minutes of receipt of order.
- ♦ Expand vendor lists, with emphasis on minority owned businesses

PRIOR YEAR ACCOMPLISHMENT

- | | |
|--|--|
| <ul style="list-style-type: none"> ◆ Increased inventory accuracy from 98.0% to 99.3% ◆ Reorganized and updated MSDS library | <ul style="list-style-type: none"> ◆ Expanded non traditional* customer base by 29.06% ◆ Sales to outside agencies increased by 11.42% |
|--|--|

Revenue Summary

	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 BUDGET	FY2004 APPROVED
General Fund	129,440	107,015	124,974	146,000
Other	319,494	336,821	318,626	389,000
Total	448,934	443,836	443,600	535,000

Expenditure Summary

	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 BUDGET	FY2004 APPROVED
Personnel Services	383,854	377,746	390,000	452,300
Materials, Supplies and Repairs	52,215	51,826	48,800	44,800
General Operations and Fixed Costs	5,543	5,514	3,800	3,900
Equipment	17,191	0	0	33,000
All- Purpose Appropriations	930	2,918	1,000	1,000
Total	459,733	438,004	443,600	535,000

Programs & Services

	FY2002 ACTUAL	FY2003 APPROVED	FY2004 APPROVED	FULL-TIME POSITIONS
WAREHOUSING & MATERIAL SUPPORT SERVICES	438,004	443,600	535,000	11
Ensure operational organizations are provided timely material support while maximizing the cost benefits which accrue from consolidated procurement and inventory management.				
Total	438,004	443,600	535,000	11

Strategic Priority: Public Accountability, Public Safety

TACTICAL APPROACH:

To provide timely and effective warehousing and material support to operating departments.

PROGRAM INITIATIVES	FY01	FY02	FY03	FY04	Change
Total dollar amount of fiscal sales/DTO transactions	2,775,000	2,891,874	2,978,630		86,756
Percentage of annual wall-to-wall inventory accuracy	98.00%	98.00%	98.00%		0
Percentage of inventory effectiveness	90.50%	92.50%	92.50%		0

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY03 Positions	Change	FY0 Positions
Accounting Technician	OPS07	23,318	37,280	1		1
Materials Manager	MAP11	47,854	76,502	1		1
Storekeeper I	OPS05	20,010	31,990	1		1
Storekeeper II	OPS07	23,318	37,280	5		5
Storekeeper III	OPS08	25,206	40,295	2		2
Support Technician	OPS06	21,591	34,515	1		1
Total				11	0	11

This page left blank intentionally